

(KY-FD-3 FORM)

PURPOSE: The KY-FD-3 Form is used by Recipient Agencies to request delivery of donated food from distributors and to notify recipient agencies within a system of requested delivery dates and amount of food ordered for each sub-outlet.

INSTRUCTIONS: Prior to the beginning of each Fiscal Year the KDA will provide each recipient agency with a blank KY-FD-3 Form. Items 1,2,4 and 13 should be completed by the R/A, and the form reproduced in an amount sufficient to order all foods for the year. A separate sheet must be completed for each arrival.

This form is to be completed by R/A within 24 hours of receipt of the Notice of Arrival, KY-FD-2 Form, except when food is fresh produce. In this instance, the KY-FD-3 Form is completed immediately upon receipt of the Notice of Allocation, KY-FD-1 Form.

The KY-FD-3 Form must be reviewed within 24 hours of receipt by a agency within the system. No further action is required on the R/A's part unless a change in delivery schedule or foods allocated is changed. The R/A must immediately revise the original KY-FD-3 Form and forward a copy to the Distributor.

STEP-BY-STEP INSTRUCTIONS FOR COMPLETING THE KY-FD-3 FORM:

1. Enter Name of Recipient Agency (R/A).
2. Enter Name of Donated Food ordered.
3. Enter USDA Delivery Order (D/O) Number listed in Item 5 of KY-FD-2 Form.
4. Enter Price Per Case as listed in Item 11 on KY-FD-2 Form.
5. Enter Account Number - provided by distributor.
6. Enter Pack Size.
7. Enter Total Number of cases ordered.
8. Enter Arrival Date as listed in item 8 on KY-FD-2 Form, which is date product arrived at distributor's warehouse.
9. Enter Expiration Date as listed in Item 9 on KY-FD-2 Form, which is 60 days from the date of arrival.
10. Place a check mark if this is the first delivery request submitted.
11. Enter the number of the change, i.e., number 1, if this is the first change, number 2 if this is the second change, etc., if you are making any changes on the original KY-FD-3 Form that would involve the delivery dates or quantities.
12. Enter Name of Sub-outlets to which food is allocated.
13. Enter Total Cases Allocated for sub-outlets.
14. List Date food is to be delivered to each sub-outlet (as previously arranged with distributor. At least one week lead time may be required.
15. Enter Amount Requested for each delivery date.
16. Enter Total Case(s) Requested for each delivery stop. Make sure total cases equals amount listed in Item 7.
17. Enter calculated totals for each column in Item 15, the totals should be the same totals as Item 13 and Item 16.
18. Person completing this form must sign here.
19. Enter date mailed to distributor.

NOTICE OF DELIVERY OF DONATED FOODS TO SCHOOLS

1. Recipient Agency: _____ 5. Account Number: _____

2. Donated Food: _____ 6. Pack Size: _____ 7. No. Cases: _____

3. USDA Delivery Order (D/O) Number: _____ 8. Arrival Date: _____

4. Price Per Case: _____ 9. Expiration Date: _____

CHECK ONE: 10. Original Allocation: _____ 11. Change Order (Number): _____

12. Sub-Outlets	13. Total Cases Alloc	14. Delivery Dates						16. Total Cases Requested for Delivery
		15. Delivery Breakdown						
17. Total								

18. Signature: _____ 19. Date: _____